

1. Purpose

- 1.1 The purpose of this policy is to set out the principles to be followed to ensure a consistent and effective approach to managing equality and diversity across More Training.

2. Scope

- 2.1 This policy applies to all staff, learners, contractors and third-party agents involved with More Training.

3. Policy Statement

- 3.1 We value individual differences and will ensure the contributions of all our staff and learners are recognised and respected.
- 3.2 We will ensure that no job applicant, employee or customer receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.
- 3.3 We will comply with all relevant equality and diversity legislation including the Welsh Language and Bilingualism Act and the Rehabilitation of Offenders Act and develop a range of More Training policies and procedures to ensure this in the day-to-day operation of our business, for the benefit of the organisation, its staff and its learners.
- 3.4 We will make sure that all learners are treated with equality in line with this policy during the delivery of all training activities.
- 3.5 We will make all employees of the organisation aware of the provisions of this policy.
- 3.6 Comply with our duty to make reasonable adjustments for disabled people to enable them to access services.
- 3.7 We will strive to create a working environment that promotes dignity and respect.
- 3.8 We will not tolerate any form of intimidation, bullying or harassment.

- 3.9 We will make training, development and progression opportunities available to all staff.
- 3.10 We promote equality in the workplace because we believe it is good management practice and makes sound business sense.
- 3.11 We will regularly review all our employment and training delivery practices and procedures to ensure fairness.
- 3.12 Failure to adhere to this policy will be addressed by necessary disciplinary actions in accordance with More Training's Staff Disciplinary Procedures, Student Disciplinary Procedures and relevant contractor and third-party contractual clauses.

4. Definitions

4.1 Equality

Equality is about treating people fairly and ensuring that everyone is given a fair chance. Equality recognises that people have many different needs that have to be met in different ways and that it is not about treating everyone the same.

4.2 Diversity

Diversity is about valuing difference between individuals and groups of people.

Diversity welcomes these differences rather than trying to get rid of them because this creates real equality.

4.3 Direct Discrimination

Direct discrimination occurs when one person is treated less favourably than another on grounds relating to sex, race, marital status, age, disability, sexual orientation or religion.

4.4 Indirect Discrimination

Indirect discrimination occurs where members of one group can meet requirements more easily than members of another group and where the requirement is not objectively justifiable such as:

- seeking job applications from persons under a certain age
- demanding technical qualifications for a job which are not strictly necessary

5. Employment

- 5.1 More Training will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- 5.2 More Training will put in place any reasonable measures and adjustments within the workplace for those employees with disabilities.
- 5.3 All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

6. Training

- 5.1 More Training is committed to ensuring all learners, whether our own employees or external clients, will be provided with the best possible training services appropriate to their requirements regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- 5.2 All employees will be encouraged to discuss their career prospects and training needs with their Manager as they arise and at least once a year as part of an annual Performance and Development Review.

7. Monitoring

- 7.1 It is the responsibility of the managing director to ensure that all aspects of this policy are kept under review and are operated throughout the organisation.
- 7.2 Where it appears that employees or learners are not being offered equal opportunities, circumstances will be investigated to identify any policies or criteria which exclude or discourage certain people and, if so, whether these are justifiable.

8. Grievances and victimisation

- 8.1 More Training emphasises to staff during the Staff Induction programme that discrimination is unacceptable conduct which may lead to disciplinary action under the organisation's Disciplinary Procedure.
- 8.2 Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

Unless there are any changes this policy will be reviewed annually at the end of the academic year (1st Aug – 31st Jul) by the Owner.